

Getting Started with TABE Online

Cochise College Experience

Initial Account Set up

When you contact CTB to set up an account and purchase online licenses, they will need to know how you want your basic test site set up.

- Names of class locations or instructional centers
- Names of people with Administrative Privileges

They create the shell and Administrators modify the groups and users as needed

Initial Site Set Up

The screenshot displays the CTB ONLINE Assessment System interface. At the top, the logo for McGraw Hill CTB is visible, along with the text 'ONLINE Assessment System'. A user is logged in as 'susan_moran_01'. The navigation bar includes links for 'Assessments', 'Groups', 'Reports', and 'Services'. The main section is titled 'Manage Sessions' and includes a description: 'Select one of your scheduled test sessions to view its status or to change its settings. Open the Group Selector to view related groups and their test sessions.' Below this, there is a 'My Sessions' tab and a 'Group Selector' dropdown menu. The dropdown menu is circled in red and lists the following options: 'Cochise College Adult Education', 'Benson Center', 'Douglas Campus', 'Sierra Vista Campus', and 'Wilcox Center'. To the right of the dropdown, there are buttons for 'Modify Manifest', 'Copy Session', 'Print Test Tickets', 'Schedule Session', 'View Status', and 'Student Report'. Below these buttons is a 'Session List' table with columns for 'Session Name', 'Test Name', 'Group', 'My Role', 'Start Date', and 'End Date'. A message at the bottom states: 'You have no current or future sessions at this time. To schedule a new session, click the Schedule Session button.'

McGraw Hill CTB ONLINE Assessment System

You are logged in as susan_moran_01

Messages My Profile Help Logout

Assessments Groups Reports Services

Manage Sessions

Select one of your scheduled test sessions to view its status or to change its settings. Open the Group Selector to view related groups and their test sessions.

My Sessions

Group Selector <<

- Cochise College Adult Education
- Benson Center
- Douglas Campus
- Sierra Vista Campus
- Wilcox Center

Modify Manifest Copy Session Print Test Tickets Schedule Session View Status Student Report

Session List

Session Name	Test Name	Group	My Role	Start Date	End Date ^
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i You have no current or future sessions at this time.
To schedule a new session, click the Schedule Session button.

Names of class locations or instructional centers

Setting Up Your Site

The screenshot displays the CTB ONLINE Assessment System interface. At the top left is the Mc Graw Hill CTB logo. To its right, it says 'ONLINE Assessment System'. On the top right, it indicates 'You are logged in as susan_morss_01' with links for 'Messages', 'My Profile', 'Help', and 'Logout'. Below this is a navigation bar with 'Assessments', 'Groups' (selected), 'Reports', and 'Services'. The main content area is titled 'Manage Users' and includes a sub-instruction: 'Select a group to see a list of users associated with that group. View, edit, delete or add users using the buttons at the bottom of the User List.' On the right side of this area is a 'Change Password' button. On the left is a 'Group Selector' dropdown menu with 'Cochise College Adult Education' selected. To the right of the dropdown is a 'User List' table.

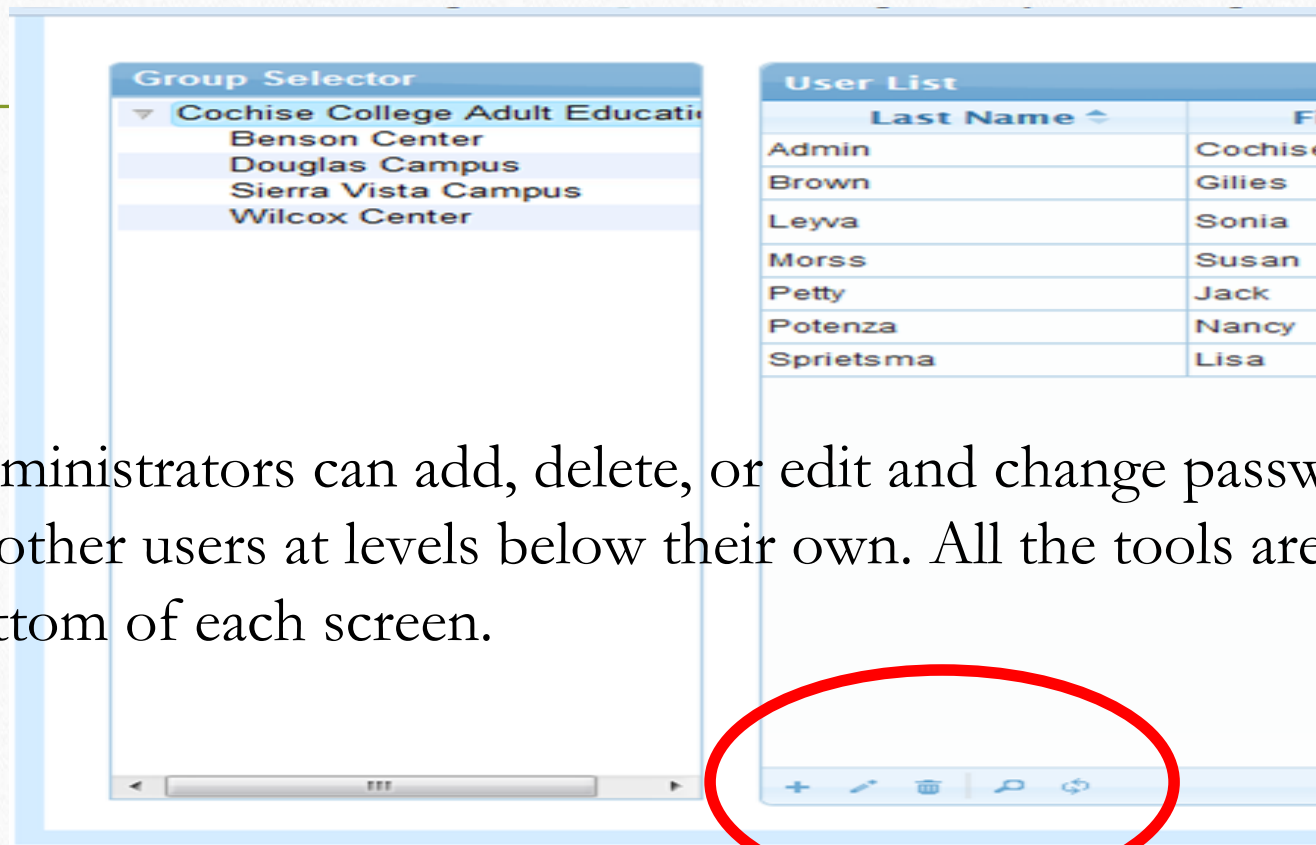
Last Name	First Name	Login ID	Role	Email	Group
Admin	Cochise	cochise_admin	Administrator		Cochise College Adult Education
Brown	Gillies	gillies_brown	Administrator	browng@cochise.edu	Cochise College Adult Education
Leyva	Sonia	sonia_leyva	Administrative Coordinator	leyvas@cochise.edu	Cochise College Adult Education , Douglas Campus
Morss	Susan	susan_morss_01	Administrator	morsss@cochise.edu	Cochise College Adult Education
Petty	Jack	jack_petty	Administrative Coordinator	pettyj@cochise.edu	Cochise College Adult Education
Potenza	Nancy	nancy_potenza	Administrator	potenzan@cochise.edu	Cochise College Adult Education
Sprietsma	Lisa	lisa_sprietsma	Administrator	sprietsmal@cochise.edu	Cochise College Adult Education

I had to tell CTB the names of the main users and they set up users' access and account.

Roles of Users

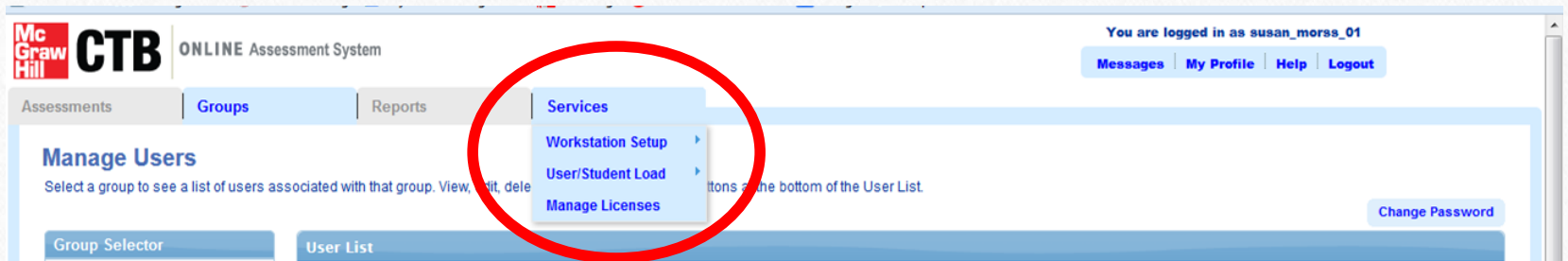
- Administrators
- Coordinators
- Administrative Coordinators
- Proctors

Managing Users



Administrators can add, delete, or edit and change passwords of other users at levels below their own. All the tools are at the bottom of each screen.

Managing Licenses



Under the Services tab, there is a pull down for Manage Licenses.

Managing Licenses

License model: **Subtest**

Parent Group			
Group	Scheduled	Consumed	Available
Cochise College Adult Education	27	3280	4072

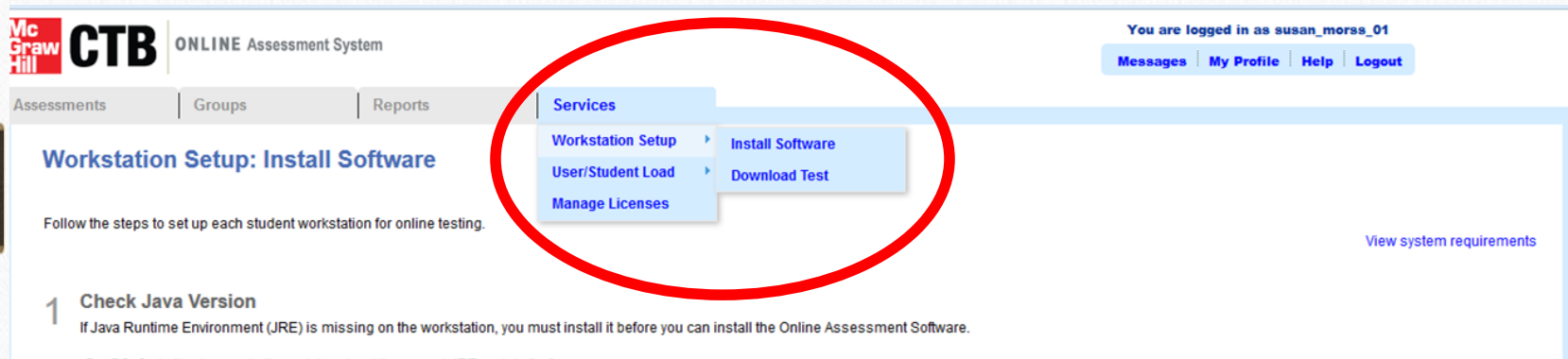
Click in the **Available** column below to edit the license quantity for a group. Press the **Enter** key to commit the value. Click **Save** to save all your changes

Save **Cancel**

Group List			
Group ↕	Scheduled	Consumed	Available
Benson Center	0	182	57
Douglas Campus	1	673	154
Sierra Vista Campus	30	2241	110
Wilcox Center	-4	184	10

Be sure to check this area regularly. Administrators may add more tests by editing the number in the “Available” column on the right.

Setting Up Student Workstations



The screenshot displays the CTB ONLINE Assessment System interface. At the top left, the logo for 'Mc Graw Hill CTB' is visible, followed by 'ONLINE Assessment System'. On the top right, it indicates 'You are logged in as susan_morss_01' with links for 'Messages', 'My Profile', 'Help', and 'Logout'. A navigation bar contains tabs for 'Assessments', 'Groups', 'Reports', and 'Services'. The 'Services' tab is selected and highlighted with a red oval. A dropdown menu is open under 'Services', showing three options: 'Workstation Setup', 'User/Student Load', and 'Manage Licenses'. The 'Workstation Setup' option is further expanded, showing 'Install Software' and 'Download Test'. Below the navigation bar, the main content area is titled 'Workstation Setup: Install Software' and includes instructions: 'Follow the steps to set up each student workstation for online testing.' A step indicator shows '1 Check Java Version' with a note: 'If Java Runtime Environment (JRE) is missing on the workstation, you must install it before you can install the Online Assessment Software.' A link for 'View system requirements' is located on the right side of the page.

Under the Services Tab, there is a pull down for Workstation Setup with a choice of Install Software or Download Test

Setting up the Student Workstations

Is your IT department going to do this or are you or your staff?

- If IT, then they need to have System Administrator credentials or your username and password.
- If you, then you must follow the three steps shown on the next slide.

You can use TABE Online on laptops with a strong wireless internet signal.

Install Software

**CTB**

ONLINE Assessment System

You are logged in as

[Messages](#) [My Profile](#) [Help](#) [Logout](#)[Assessments](#)[Groups](#)[Reports](#)[Services](#)

Workstation Setup: Install Software

Follow the steps to set up each student workstation for online testing.

[View system requirements](#)

1 Check Java Version

If Java Runtime Environment (JRE) is missing on the workstation, you must install it before you can install the Online Assessment Software.

For PC: Go to the Java website and download the current JRE update for free.
<http://www.java.com/en/>

For Mac: Open Software Update on the Mac workstation to update the JRE.

For Linux: Use your distribution's package manager or software update tools (e.g., apt/yum/zypper) to install the JRE.

2 Check Additional Software

If the additional software needed for the operating system is not installed on the workstation, you must install it before you can run the Online Assessment Software.

For PC and Linux: Go to the Adobe website and download the latest Adobe AIR for free. Then log in to OAS again to install Online Assessment Software.
<http://www.adobe.com/go/getair>

For Mac: Go to the Adobe website and download the latest Adobe Flash for free.
<http://www.adobe.com/products/flashplayer/>

3 Install Online Assessment Software

Click the button and then save the file on the student workstation. Open the file to install it and display the student login screen.

The Test Delivery Client software can be installed via one of two methods, standard or custom. The Standard Interactive Installer utilizes a standard interactive software installation process.

The Custom Configuration Installer utilizes an automated extraction and software installation process and allows for a custom configuration/setup. Please consult the training materials for detailed instructions.

Standard Interactive Install



Online Assessment Software (for PC)
For Windows XP SP3, Vista SP1,7 or 8

[Start OAS Client Installer](#)

Online Assessment Software (for Mac)
For Mac OS 10.7 or 10.8 Intel

[Start OAS Client Installer](#)

Checking Installation

After installation of software and download of the test, a test icon will be visible on the desktop.

Be sure that the program installed correctly by opening the test icon and waiting for the student login screen to appear.

Opening this screen can be problematic. Prior to your test session, open the login screen on each student computer.

TABE Testing Process

Rio Salado College

Initial TABE Testing

- The Initial TABE testing schedule has been set by the College Bridge Pathway (CBP) Department in accordance with the requirements of the Student Success Seminar at each site.
- A list of students will be emailed from the Site's CBP Office (Instructional Specialists, IS) with 24 hours lead time to the Site's Testing Office where testing will occur (see sample below).
- Additionally, students will be required to follow all Testing Center Procedures.

Sample – Initial Testing Form

The list will include the following information for each tester;

- Students' first and last name
- Date of Birth
- MCCCDC Student ID number
- Which test (if the student has not tested before initial testing is done on Version 9 first)

TABE Initial Testing List
Location Name

Testing Date: Aug 8, 2013 **AM**

Student Success Seminar

	Last Name	First Name	Student ID #	Birth Date
1	Arryn	Lysa	12345678	4/20/1990
2	Baratheon	Joffrey	23456789	9/03/1993
3	Drogo	Khal	34567890	3/8/1974

Progress TABE Testing

- Progress testing is administered on a walk in basis during the open hours of the testing office.
- CBP teachers or IS will completely fill out the TABE testing informational card created by CBP and given to the student to take to the testing office(see sample below).
- Testing cannot test a student without the informational card and will advise the student to contact their instructor if they come to the testing office without it.

Sample – Progress Testing Form

The card must include;

- Student's first and last name
- Date of Birth
- MCCCCD Student ID number
- What Version (9 or 10),
- What subject (language, reading, math)
- What level (E, M, A, D)

TABE Progress Testing List
Location Name

Testing Date: July 22, 2013

	NAME	Student ID #	Birth Date	Reading	Math	Language
1	Arryn, Lysa	12345678	4/20/1990	9M	9M	9M
2	Baratheon, Joffrey	23456789	9/03/1993	10E	10D	10M
3	Drogo, Khal	34567890	3/8/1974		9D	

Scores

- **Initial Testing:** Testing scores for morning sessions will be pulled by the evening testing staff and evening sessions will be pulled first thing the following morning. The score reports will then be emailed to the designated CBP personnel.
- **Progress Testing:** To avoid sending and receiving multiple emails for each tester the scores for progress testing will all be pulled the following morning and emailed to the designated CBP personnel.

TABE Reports

Northland Pioneer College



“For this part, I credit hard work, ingenuity and perseverance. The other part, I blame on gravity.”

**CTB
McGraw-Hill**

ONLINE Assessment System

[home](#) | [reports](#) | [my profile](#) | [system administration](#)[help](#) | [logout](#)**Tests**

- [Schedule Test Session](#)
- [Find Test Session](#)

Students

- [Add Student](#)
- [Find Student](#)

Users

- [Add User](#)
- [Find User](#)

Organizations

- [Add Organization](#)
- [Find Organization](#)

Workstation Setup

- [Install Software](#)
- [Download Test](#)

Reports

Select program and/or organization to view a list of associated reports. Click a report name to view the report.

Customer Program:

User Organization: Northland Pioneer College

■ [Group List Report](#)

Displays results for all tests a selected group of students has taken, using scale scores and derived scores such as percentile ranks, Grade Equivalent, NRS Level, and Expected GED (2002 series) score. A summary of performance is also provided for groups of 10 or more students.

■ [Individual Portfolio Report](#)

Displays results for all tests an individual has taken, using scale scores and derived scores such as percentile ranks, Grade Equivalent, NRS Level, and Expected GED (2002 series) score.

■ [Individual Student Results Export](#)

Exports student demographic information and subtest and objectives performance data in standard format.

■ [Item Analysis Report](#)

Indicates the individual item performances, grouped by objective and subskill, for a group of students. Includes the correct answer for each item and the students' answer choice selection frequencies.

■ [Locator Test Report](#)

Indicates the number of test items answered correctly in each subject area of the Locator test and recommends the appropriate TABE level(s) to administer.



Individual Portfolio

[PRINT VERSION](#)

Report Criteria

Test Name:	<input type="text" value="All Tests"/>	Main:	<input type="text" value="Northland Pioneer College"/>	Test Scheduler:	<input type="text" value="All Schedulers"/>
Test Dates:	From: 01-01-2015	Group:	<input type="text" value="All"/>	Student:	<div>Adley, Tabatha</div> <div>Alexandre, Brody</div> <div>Allen, Kristen</div> <div>Alvarado, Rayella</div>
Report Date:	06-15-2015 1:34:21 PM				

[SUBMIT](#)

Please click **Submit** to run the report for the selected criteria.



Student:

1

Individual Portfolio

[REPORT CRITERIA](#) [PRINT VERSION](#)

Report Criteria			
Test Name:	All Tests	Main:	Northland Pioneer College
Test Dates:	1/1/2015 to 12/31/2015	Group:	White Mountain Campus
Report Date:	06-15-2015 1:36:35 PM	Test Scheduler:	All Schedulers
		Student:	Allen, Kristen

Note: This report displays all TABE test results associated with the selected student found in this system; specifying a test location above will not limit results.

Test Information:

TABE 9 Online Survey, Initiated: 5/21/2015

Date Tested	Content Area	Level	Test Location	Scale Score	Grade Equivalent	NRS Level**
5/21/2015	Reading	A	Northland Pioneer College, White Mountain Campus	582	10.0	5
5/21/2015	Math Computation	D	Northland Pioneer College, White Mountain Campus	494	5.4	--
5/21/2015	Applied Mathematics	D	Northland Pioneer College, White Mountain Campus	548	8.0	--
5/21/2015	Language	D	Northland Pioneer College, White Mountain Campus	555	8.4	4
	**Total Mathematics			521	6.6	4
	**Total Battery			553	8.2	--

*Total Mathematics consists of Math Computation and Applied Mathematics

**Total Battery consists of Reading, Language and Total Mathematics

***There are six National Reporting System Levels (NRS Levels) assigned to Reading, Language and Total Mathematics scores:

- 1 - Beginning ABE Literacy
- 2 - Beginning Basic Education
- 3 - Low Intermediate Basic Education
- 4 - High Intermediate Basic Education
- 5 - Low Adult Secondary Education
- 6 - High Adult Secondary Education

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Student:
1

Individual Profile:

[REPORT CRITERIA](#) [PRINT VERSION](#)

Report Criteria			
ID:		Main:	Northland Pioneer College
Test Name:	TABE 9 Online Survey	Group:	White Mountain Campus
Test Finish Date:	5/21/2015	Test Scheduler:	Hendricks, Nichole
Report Date:	06-15-2015 1:39:18 PM		

Test Results										
Content Area	Level	Number of Questions			Scale Score	Grade Equivalent	National Percentile	Normal Curve Equivalent	National Stanine	% Objectives Mastery
		Total	Correct	Attempted						
Reading	A	25	19	25	582	10.0	81	68	7	80
Math Computation	D	25	14	25	494	5.4	46	48	5	50
Applied Mathematics	D	25	14	25	548	8.0	71	62	6	33
Language	D	25	19	25	555	8.4	75	64	6	67
Total Mathematics*		50	28	50	521	6.6	60	56	6	
Total Battery**		100	66	100	553	8.2	75	64	6	

Predictive Analysis Recommendation		
Content Area	Predictive GED (2002 series) Score	Recommended Activity
Math	360	Review
Reading	410	Review
Science	390	Review
Social Studies	410	Test
Writing	410	Test
Average	410	Review

NRS Levels***	
Content Area	NRS Levels
Language	Level 4
Reading	Level 5
Total Mathematics	Level 4

Performance on Objectives				Non-Mastery <input type="checkbox"/>	Partial-Mastery <input type="checkbox"/>	Mastery <input checked="" type="checkbox"/>
Objective	Number of Questions			Percent Correct		Mastery Level
	Total	Correct	Attempted			
Reading						
A29 - Words in Context	4	3	4	75		■
A35 - Construct Meaning	8	6	8	75		■
A60 - Recall Information	4	4	4	100		■
A90 - Interpret Graphic Information	4	3	4	75		■
A91 - Evaluate/Extend Meaning	5	3	5	60		■
Average				76		
Math Computation						

!GOOD STUFF!

- Fast results (immediate!)
- Detailed Reporting
- Test area selection
- Less time consuming for test administrators
- Don't need multiple test books and answer sheets
- No bubbles to fill in, no need for #2 pencils
- Locator test
- 1-Stop historical tracking
- Overall test management
- Ease of test administration for proctors and students
- CBT is good experience for students

!LOOK OUT FOR!

- Level set-up for retesting
- Minor issues in test set up
- Internet connectivity error message appears while student is testing
- Students get knocked out of test itself
- Keeping track of retests
- Student login screen does not open
- Adobe Air needs installing error message appears
- Slow internet connection
- Test set up flaws
- Interface very non-intuitive



E-mail: ThavesOne@aol.com
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Questions
